



### **Vacancy Announcement**

**Position Title:** Systems Manager – Job Announcement - #02-15-USCA3LIB  
**Location:** Library of the U.S. Courts; Philadelphia, PA  
**Salary Range:** Starting salary CL28 (\$59,899 – \$74,844)  
**Depending upon experience, current salary and qualifications**  
**Closing Date:** Open until filled.

**Position Overview:** The Systems Manager conceptualizes, advises and assists in design and maintenance of the Library's technology applications to include development and implementation of the Library's web policies and procedures. These applications include existing internet and intranet sites, digital media, and support in the administration of the integrated library system and the digital archive development. The Systems Manager will also provide research and reference services using print, online sources and specialized databases.

Accuracy and attention to detail are exceptionally important. Excellent collaboration skills with IT and other court staff is a must. A candidate who demonstrates initiative and an eagerness to learn and take on new challenges will be especially appealing. An interest in emerging technologies, i.e., Cloud and mobile technologies, to provide research assistance to a wide user base is preferred. The Systems Manager will function as a subject specialist and work in cooperation with librarians, specialized staff to develop and deliver databases and electronic tools. The Systems Manager will also provide general IT support to local library staff and the branch library staff. Some travel required.

### **Required Qualifications:**

Two years of specialized experience, including at least one year equivalent work at the CL27 or completion of a master's degree or two years of graduate study in an accredited university in a field related to the subject matter of this position.

Verifiable experience to independently design develop, maintain, and document web sites to include both front end and server side or back end Drupal maintenance from versions 4.7 or 5 to current.

Working knowledge of XHTML, XML, CSS, JAVA, and MySQL

Demonstrated ability to quickly troubleshoot, diagnose, follow up and document problems

Experience with teaching or training and writing support documentation

Demonstrated ability to independently design, create and edit web graphics using Photoshop or equivalent software

Excellent interpersonal, communication and customer service skills.

**Preferred Qualifications:**

Professional experience in web and reference services in a law or academic library

Familiarity with an automated integrated library system

Interest in digital archive work.

**Application Procedure: Send resume and cover letter to:**

Third Circuit Library

Attention: Library Manager

601 Market Street, Room 1609

Philadelphia, PA 19106

e-mail: [circuit\\_library\\_position@ca3.uscourts.gov](mailto:circuit_library_position@ca3.uscourts.gov)

**\*\*Resumes will be screened and only selected applicants will be contacted for interviews.**

Benefits: Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment: Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a fingerprinting background check. Direct deposit of pay is required.